

Teachers Teacher Assistants

The Town of Mashpee Recreation Department is seeking applicants for the following positions available at the Kids Klub Pre-School/Childcare Center:

- **Substitute Teachers** (\$12.04/hr), Monday through Friday, as needed; hours vary between the operating hours of 7:00am – 5:30pm
- **Substitute Teacher Assistants** (\$10.00/hr), Monday through Friday, as needed; hours vary between the operating hours of 7:00am – 5:30pm

Must pass CORI and SORI. Positions are open until filled.

Mashpee Town Hall, Human Resources
16 Great Neck Road North
Mashpee, MA 02649
www.mashpeeema.gov

The Town of Mashpee is an EEO/AA Employer
Applications from Women and minorities are encouraged

Posted: January 21, 2016

**TOWN OF MASHPEE - RECREATION DEPARTMENT
CHILDCARE / PRESCHOOL PROGRAM
POSITION DESCRIPTION**

TITLE: Teacher

SUPERVISOR: Lead Teacher

SUPERVISION EXERCISED: Direct supervision of all assigned and subordinate staff as well as children in their classroom

GENERAL FUNCTIONS: The Teacher is in charge of the supervision, safety and education of his/her students. He/she must follow a curriculum based upon the foundations of early childhood development, emphasizing language, motor skills and relationship building. Preschool staff employs art, reading, role-playing and music to help students learn. Teachers serve as a mentor for new teacher assistants. They act as role models and advocate for students and team members.

HOURS: Variable when assigned during program operation - 7:00AM to 5:30PM Monday – Friday. May be assigned up to 37.5 hours per week.

REQUIREMENTS:

- Must be at least 21 years of age or have a high school diploma or equivalent and meet one of the following sets of requirements:
 - Have successfully completed three credits in category Child Growth and Development and have nine months of work experience or one practicum; or
 - Have a Child Development Associate (CDA) Credential or
 - Have graduated from a two-year high school vocational program in early childhood education, approved by the Office for both the education and experience requirements and have been evaluated and recommended by the program instructor
- The following education may substitute for a portion of the required work experience:
 - An Associate's degree or Bachelor's degree in early childhood education or a related field of study may substitute for six months of the required experience; or
 - A Bachelor's degree in an unrelated field of study may substitute for three months of the required experience; or
 - For Infant/Toddler teachers, one continuing education unit (10 hours of instruction) in category Infant and Toddler Development, Care and/or Program Planning may substitute for three months of work experience.
 - To be qualified as a preschool teacher, three months of the required work experience must be in care giving to preschool age children.
 - To be qualified as an infant/toddler teacher, three months of the required work experience must be in care giving to infant/toddlers.
- Must complete required Staff Information Form, CORI reference check, and Experience Verification Form
- Must have evidence of physical examination within one year of employment and maintain the requirements of EEC
- Evidence of current MMR, Hepatitis B, and Td/Tdap (serologic evidence may be substituted)
- Current CPR and First Aid certification within 6 months, and maintain thereafter while employed
- Must possess a valid Massachusetts Class D driver's license

RESPONSIBILITIES:

- Respect, reassure, guide and encourage all children under your supervision and care
- Facilitate each child's emotional, social, intellectual, and physical growth
- Promote good hygiene and provide a healthy, safe environment for children
- Promote Learning and Development through activities appropriate to age
- Develop and maintain trusting relationships with staff and children
- Provide continuous classroom safety and security, including proper verification of identification during child pick-up times
- Responsible for routine upkeep and neat arrangement of classrooms and hallways
- Prepares daily routines and organization to help maintain a creative, esthetically pleasing, and challenging classroom environment
- Help provide smooth transition times from one activity to another

ACTIVITIES AND DUTIES:

- Assists in planning a daily program of developmental activities
- Keeps records as required by the Director and EEC
- Follows procedures to safeguard the health and safety of the children
- Maintains a healthy classroom atmosphere
- Assists in involving families in the center's program
- Participates in internal staff activities and in special training programs
- Works under direct supervision of Lead Teacher or Director
- Must be available for staff meetings and monthly parent meetings
- Assists the Lead Teacher in preparing school calendar
- Must set three goals per school year and strive to attain these goals
- Does related work as assigned
- May be asked to work extra hours in emergency situations

PHYSICAL REQUIREMENTS:

- Physical ability to walk over uneven terrain
- Facility to see and read, with or without vision aids, a computer screen, and printed matter, and distinguish colors
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Manual dexterity to operate a telephone, cell phone, whistle, and bull horn
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone
- Physical agility to lift up to 25 pounds to shoulder height and up to 50 pounds to waist height; and to bend, stoop, to climb stairs and to reach overhead
- Mental acuity to perform the essential functions of this position in an accurate, neat and timely fashion;
- To make good judgements and decisions; and to evaluate the results of decisions and judgements
- Manual dexterity to operate recording devices, operate equipment and handle audio/visual equipment for displays, exhibits, demonstrations, investigations and interpretative activities

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

EFFECT ON END RESULTS:

A well run program where children are happy and excited to return as well as providing a well-rounded program.

**TOWN OF MASHPEE - RECREATION DEPARTMENT
DAYCARE / PRE-SCHOOL PROGRAM
POSITION DESCRIPTION**

TITLE: Teacher Assistant

SUPERVISOR: Lead Teacher or Teacher

SUPERVISION EXERCISED: None

GENERAL FUNCTIONS:

Assist in the teaching, monitoring, and nurturing of toddler/preschool-age children utilizing approved curriculum. Must work at all times under the direct supervision of at least a teacher qualified staff person

HOURS: Variable when assigned during program operation - 7:00AM to 5:30PM Monday – Friday

REQUIREMENTS

- Must be at least 16 years of age or have a high school diploma or equivalent
- Must complete required Staff Information Form, CORI reference check, and Experience Verification Form
- Must have evidence of physical examination within the requirements of EEC
- Evidence of current MMR and TB test
- Current CPR and First Aid certification – will train
- Must possess a valid Massachusetts Class D driver's license

RESPONSIBILITIES

- Respect, reassure, guide and encourage all children
- Promote good hygiene and provide a healthy, safe environment for children
- Promote Learning and Development through activities appropriate to age
- Develop and maintain trusting relationships with staff and children
- Provide continuous classroom safety and security, including proper verification of identification during child pick-up times
- Responsible for routine upkeep and neat arrangement of classrooms and hallways

ACTIVITIES AND DUTIES

- Assists in a daily program of developmental activities
- Follows procedures to safeguard the health and safety of the children
- Maintains a healthy classroom atmosphere
- Participates in internal staff activities and in special training programs
- Works under direct supervision of Teacher, Lead Teacher or Child Care Coordinator
- Must be available for staff meetings and monthly parent meetings

- Does related work as required

PHYSICAL REQUIREMENTS

- Physical ability to walk over uneven terrain.
- Facility to see and read, with or without vision aids, a computer screen, and printed matter, and to distinguish colors.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone, cell phone, whistle, and bull-horn.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.
- Physical agility to lift up to 25 pounds to shoulder height, and up to 50 pounds to waist height; and to bend, to stoop, to climb stairs and to reach overhead.
- Mental acuity to: perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.
- Manual dexterity to operate recording devices, operate equipment and handle audio/visual equipment for displays, exhibits, demonstrations, investigations and interpretative activities.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

EFFECT ON END RESULTS:

A well run program where children are happy and excited to return as well as providing a well-rounded program.